

Effective March 1, 2009, the Illinois Department of Insurance is requesting all filers to submit the applicable Review Requirements Checklist in every filing submitted for review and approval. This requirement is already in place for filings submitted under Company Bulletin 2007-01 (Certification Process), but will be required in all form filings. The Review Requirements Checklists can be found at the following link:

http://insurance.illinois.gov/LAH_HMO_IS3_Checklists/IS3_Checklists.asp

Every Review Requirements Checklist states the following:

“Each filing must include a completed Review Requirements Checklist that must contain a completed “Location of Standard in Filing” column for each required element of the filing. Please indicate the proper page # and form # for each entry. The checklists may be found at [this link](#).”

If there is not an applicable checklist available, the Division requires that the company indicate this in bold type within the cover letter.

If the filing does not contain the applicable Review Requirements Checklist or a statement within the cover letter stating that there is not an applicable Review Requirements Checklists available, the filing will be rejected.

Also, the Department will be placing examples of the completed Universal Transmittal Documents (ETRANS) along with directions on our website. These examples will be located at the following link:

http://insurance.illinois.gov/Regulatory_Filings/ETrans/ETRANSDirectionsAndExamples.pdf